



**CITY OF LEON VALLEY**  
**SIGN CODE UPDATE ADVISORY COMMITTEE MEETING**  
City Hall – Conference Room  
6400 El Verde Road, Leon Valley, Texas 78238  
Monday, September 9, 2019

**MINUTES**

The Sign Code Update Advisory Committee met on the 9<sup>th</sup> day of September, 2019, at the Leon Valley City Hall located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

**6:33 p.m. Call to Order by Committee Chair Heather Riddle and Announcement of a Quorum.**

**The Following Committee Members were Present:**

Heather Riddle	Phillip Riddle	Mary Key	Shirley Jonas
Ken Hillje	William Cox		

**Also in Attendance were:**  
Brandon Melland

**August 12, 2019 Meeting Minutes:** There was a discussion to approve the minutes from the August 12<sup>th</sup> meeting. Motion to approve meeting minutes made by Mary Key and seconded by Phillip Riddle. Motion carried unanimously.

**Discussion and Possible Action Regarding Staff Directed Revisions to the City's Regulations Concerning Authority Procedures for Non-Conforming Signage made during the August 12, 2019 Sign Code Update Advisory Committee Meeting.** Mark-ups were not provided at this time and committee members did not have any additional changes to the staff directed revisions.

**Presentation, Discussion, and Possible Action Regarding Revisions to the City's Regulations Concerning; Authority Procedures for Permitted and Conforming Signage.** Staff Liaison William Cox, facilitated a discussion regarding authority procedures for permitted and conforming signage. Committee members provided staff direction for future Sign Code mark-up concerning authority procedures for permitted and conforming signage. Mary Key made a motion to accept the staff directed revisions as discussed and recorded by William Cox. Motion was seconded by Shirley Jonas. Motion carried unanimously.

**Citizens to be Heard.** None

**Other Announcements.** Planning & Zoning Director, Brandon Melland provided an update on the sign code re-write and general timeline for completion. Mr. Melland answered questions from committee members regarding the steps leading up to City Council approval.

Committee members deliberated on the signage topic to address at the next meeting. There was a consensus from the committee to discuss; Signage Variance and Appeal Process, on September 23, 2019.

Due to scheduling conflict at the large conference room, the next meeting will be held at the Leon Valley Fire Department training room.

The meeting concluded at approximately 7:31 p.m. with a motion to adjourn by Mary Key and a second by Phillip Riddle. The motion carried unanimously.

**These minutes approved by the Leon Valley Sign Code Update Advisory Committee on the 23 of September 2019.**

APPROVED



CHAIR